

CONTRACT ADMINISTRATION REPORT (CAR)

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WHAT IS THE CAR?

- MOST IMPORTANT MOCAS OUTPUT PRODUCT FOR CA/ACO
- ABSTRACT OF MOCAS DATA
 - MONTH-END INVENTORY OF PRIME AND SUPPORT CONTRACTS ASSIGNED FOR FULL OR LIMITED ADMINISTRATION
 - ACO LEVEL
 - SUMMARIZED TO SUCCESSIVE LEVELS OF MANAGEMENT
 - DATA FROM PINV AND CLR RECORDS
 - PINV = DETAILS OF ADMINISTRATIVE DATA
 - CLRV = OBLIGATION RECORDS
- GENERATED BY MOCAS AT END OF EACH MONTH
- CAN BE GENERATED BY REQUEST AT ANY TIME

WHAT PURPOSE DOES THE CAR SERVE?

- INVENTORY STATUS REPORT OF ASSIGNED CONTRACTS
- IDENTIFY PROBLEM CONDITIONS AND CONTRACTS REQUIRING ADMINISTRATIVE ACTIONS
- MANAGEMENT TOOL
- ACO ALERTS
- STAFF SURVEILLANCES
- PERFORMANCE STANDARDS
- WORKLOAD ANALYSIS/TRENDS
 - PRODUCTION COMPLETE CONTRACTS
 - OVERAGE CONTRACTS
 - PENDING SETTLEMENT
 - LITIGATION
 - OVERHEAD RATES
 - CLOSED DURING PERIOD

WHAT DOES THE CAR CONTAIN?

- CONTRACT STATUS
 - CAO ASSIGNED
 - ASSIGNED ACO, IS, PA
 - CONTRACTOR NAME , ADDRESS, AND CAGE CODE
 - PIIN/SPIIN
 - CONTRACT DATE
 - TYPE/KIND OF CONTRACT
 - NOUN
 - OBLIGATED AMOUNT
 - UNLIQUIDATED OBLIGATION
 - UNRECOUPED PROGRESS PAYMENTS
- ADMINISTRATIVE ACTIONS TO BE ACCOMPLISHED
 - R CODED REMARKS
 - SPECIAL CONTRACT PROVISION CODES (DLAM 8000.3, 1.5.2.3)
 - FUNCTIONAL LIMITATION CODES (DLAM 8000.3, 1.5.2.21)
- CONTRACT PROVISIONS

R CODED REMARKS

- R1 - ENTERED, CONTAINS PRIME PIIN & PRIME CONTRACTOR'S NAME
 - SUPPORT ASSIGNED SUBCONTRACTS
 - SBA SECTION 8(a) CONTRACTS
- R2 - SYSTEM GENERATED, COMPLETION DATE, DATE MOVED TO SECTION 2, FINAL ACCEPTANCE DATE, OVERAGE DATE, ESTIMATED CLOSING DATE, OVERAGE REASON CODE
 - CONTRACTS WITH PRODUCTION SURVEILLANCE CATEGORY CODES 1 (IS ON-SITE SURV), 2 (CMA WITH IS ASSISTANCE), AND 3 (CMA DELIVERY ADMIN, IS/ENG BY EXCEPTION)
- R3 - RECORD ENTRY OF MOVEMENT TO SECTION 3, CONTAINS DATE FIRST SHOWN, REASON FOR DORMANCY CODE AND DESCRIPTION (WHEN MOVED FROM SECTION 2 TO SECTION 3, R2 REMARKS WILL DISPLAY IN R6 LINE)

R CODED REMARKS (CONTINUED)

- R4 - RESTRICTED FOR DFAS USE, CONTAINS DATE FIRST APPEARED IN SECTION 4
- R5/R6 - ACO/DFAS SHARE, UNCODED REMARKS UP TO 43 SPACES
 - BOAs, BPAs, IDTCs DFAS USES R5 FOR FDTIO
 - CONTRACT IN SECTION 3 WITH VE CODE ACO SHOULD ENTER "VE PAYMENTS THROUGH (YEAR AND JULIAN DATE)"
 - ACO USES R5/R6 TO PROVIDE SUSPENSE CONTROLS
 - CONTRACTS REACTIVATED BY DFAS R5 WILL STATE "REOPEN-0L"
- R7 - SYSTEM GENERATED, RECORDS ISSUANCE / PROCESSING DATE OF FINAL PAY NLA. \$VALUE OF DOE OR SUPPORT CONTRACTS MAY BE ENTERED IN R7 BY ACO

R CODED REMARKS (CONTINUED)

- R8 - GENERATED UPON INPUT OF RDF BY INDUSTRIAL SPECIALIST. ALSO, PSCN GENERATES PRODUCTION COMPLETE REMARKS. TERMCON, TERMDEF, CANCEL, AND TRANOUT MAY ALSO APPEAR.
- R9 - CONTAINS STANDARD CODED REMARKS GENERATED BASED ON ESTABLISHED CRITERIA, AND NONSTANDARD (SPECIAL PROJECT R9 CODES) REMARKS, USED AS AN AUTOMATED TRACKING SYSTEM AT THE LOCAL LEVEL (DLAM 8000.3, 1.5.2.4)
 - ACO ENTERS R9 22, R9 46, AND R9 56
 - ACO ENTERS SUSPENSE DATES FOR R9 16, R9 18, R9 41
 - PROPERTY ADMINISTRATOR ENTERS R9 55
 - ENGINEER/ACO ENTERS R9 63

R CODED REMARKS (CONTINUED)

- NEW R9 CODED REMARKS (MOCAS BULLETION #80)
 - R9 38 PERFORMANCE BASED PAYMENT FINANCING
(FAR 52.232-32)
 - R9 48 COMMERCIAL CONTRACTS
(FAR 52.212-4)
- CANCELED R9 CODED REMARKS
 - R9 43 JEWEL BEARINGS (MOCAS BULLETIN 97-107)

NEW/CANCELED R9 REMARKS

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SPECIAL CONTRACT PROVISION (SP) CODES

- REQUIRED BY MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)
- IDENTIFY CONTRACT CLAUSES/PROVISIONS WHICH REQUIRE SPECIAL ATTENTION AND HANDLING
 - A LIQUIDATED DAMAGES
 - B ADVANCED PAYMENTS AUTHORIZED
 - C PROGRESS PAYMENTS AUTHORIZED
 - D REMITTANCE ADDRESS
 - E ADMINISTRATIVE GOVERNMENT PROPERTY
 - F FA/PRE PROD SAMPLE REPORT
 - G FLT OPS INVOLVED (AIRCRAFT ACPT)
 - H DANGEROUS/HAZARDOUS MATERIEL INVOLVED (SAFETY CLAUSES)
 - J ANTICIPATORY GOV FURN FAC COST APPR REQ

SPECIAL CONTRACT PROVISION (SP) CODES (CONTINUED)

- K BOND BAILMENT (DPSC CLOTHING COND ONLY)
- L DEL SCHED ON MAINT COND REQ FUTURE DEFIN
- M FIRM DEL SCHED ON MAINT COND UNNECESSARY
- N PAYMENT TO BE MADE IN CANADIAN FUNDS
- P DEL SCHED REQ ON DEL ASSIG AND APPR OF FA
- Q SUBLINE ITEM - NSP
- R INCENTIVE SUBCONTRACT PROGRAM SB AND SDB
CONCERNS (52.219.10)
- T ELECTRONIC FUNDS TRANSFER

FUNCTIONAL LIMITATION (FL) CODES

- USED TO IDENTIFY THE SUPPORT REQUIRED AND PARTY RESPONSIBLE FOR CLOSEOUT. FL 1 THROUGH FL5 AND FL 7 WILL BE CAR PART C, FL 6 WILL BE CAR PART A
 - BLANK - FULL ADMINISTRATION, NO LIMITATIONS
 - FL1, QUALITY ASSURANCE, MUST BE USED IN CONJUNCTION WITH ANOTHER FL CODE AS QA ONLY DELEGATIONS DO NOT APPEAR IN THE CAR
 - FL 2, PRODUCTION
 - FL 3, PAYMENT
 - FL 4, PROPERTY
 - FL 5, TRANSPORTATION
 - FL 6, ACO ACTION REQUIRED
 - FL 7, ENGINEERING

CAR PARTS

- CAR PART A - UYCM16
- CAR PART B - UYCM17
- CAR PART C - UYCM18
- CAR PART D
 - UYCM19 (DISTRICT)
 - UYCM21 (CAO)

CAR PART A

- REQUIRE EXTENSIVE CONTROLS
 - CONTRACTS VALUED \$100,000 OR OVER
AUTOMATICALLY ASSIGNED TO PART A
 - CONTRACTS UNDER \$100,000 WITH CERTAIN
CONDITIONS AND SPECIAL PROVISIONS
- REQUIRE CERTIFICATION OF COMPLETION
BY ACO
- MAY BE PRIME OR SUPPORT AS LONG AS
ACO FUNCTION IS REQUIRED
- CONTAINS SECTIONS 1, 2, 3, 4, AND 5

CAR PART B

- REQUIRE FEW OR NO CONTROLS
 - PRIME CONTRACTS \$99,999 OR LESS
 - MANAGEMENT BY EXCEPTION
 - PRIME ADMINISTRATION CONTRACTS ONLY
- COMPLETION AND FINAL PAYMENT NOTICES ARE SYSTEM GENERATED; THEREFORE, ACO CERTIFICATION NOT REQUIRED
- DFAS IS RESPONSIBLE FOR CLOSEOUT
 - MAY REQUEST ASSISTANCE FROM ACO
- CONTAINS SECTIONS 1, 2, 4, AND 5

CAR PART C

- SUPPORT ADMINISTRATION CONTRACTS ONLY
 - EXCEPT, IF ACO FUNCTION IS PART A
 - QUALITY ONLY SUPPORT CONTRACTS NOT IN CAR
- CONTAINS SECTIONS 1 AND 5

CAR PART D

- SUMMARY DATA FOR MANAGEMENT
 - VOLUME
 - STATUS
 - NATURE
- NOT ROUTINELY DISTRIBUTED TO ACOs/CAs
- UYCM19 USED BY DISTRICT MANAGEMENT
- UYCM21 USED BY CAO MANAGEMENT

CAR SECTIONS

- **SEVEN SECTIONS**
 - SECTION 1 - ACTIVE CONTRACTS
 - SECTION 2 - PHYSICALLY COMPLETE
 - SECTION 3 - DORMANT CONTRACTS
 - SECTION 4 - PAYMENT ADJUSTMENT
 - SECTION 5 - CLOSED DURING MONTH
 - SECTION 8 - SECTION 5 PLUS 30 DAYS (ON LINE ONLY)
 - SECTION 9 - SEC. 5 PLUS 6 MONTHS (ON LINE ONLY)
- **SECTIONS PERTAIN TO SPECIFIC EVENTS IN CONTRACT LIFE CYCLE**
 - ASSIGNED TO SECTION BASED ON CURRENT STATUS
 - AS STATUS CHANGES MOVES TO ANOTHER SECTION

SECTION 1

- ACTIVE CONTRACTS
 - DELIVERY/ACCEPTANCE NOT COMPLETE
 - PERFORMANCE OF SERVICES NOT COMPLETE
 - WORK STATEMENT REQUIREMENTS NOT COMPLETE
 - OPTION PERIOD HAS NOT EXPIRED
 - ORDERING PERIOD HAS NOT EXPIRED
- FOUND IN PARTS A, B, AND C OF CAR

SECTION 2

- PHYSICALLY COMPLETED PRIME CONTRACTS
 - PERFORMANCE/DELIVERY/ACCEPTANCE OF SUPPLIES/SERVICES IS COMPLETE
 - AWAITING FINAL PAYMENT, SETTLEMENT OF OVERHEAD RATES, FINAL PATENTS AND ROYALTIES, PROPERTY CLOSEOUT
 - ACO FINAL CERTIFICATIONS OF COMPLETION NOT YET MADE
- FOUND IN PARTS A AND B OF CAR
- R2 REMARKS UNIQUE TO THIS SECTION

SECTION 3

- DORMANT CONTRACTS
 - PERFORMANCE HAS CEASED
 - CANNOT BE CLOSED DUE TO EVENTS BEYOND ACO'S CONTROL
- FOUND ONLY IN PART A OF THE CAR
- R3 REMARKS UNIQUE TO THIS SECTION

SECTION 4

- PAYMENT ADJUSTMENT/REOPENED CONTRACTS
 - ENTERED BY DFAS
 - MOVED BY SYSTEM FROM SECTION 5 TO SECTION 4 DUE TO ULO BALANCE ON CLR
 - PAYMENT/CLR ADJUSTMENT REQUIRED
 - CAOs PROHIBITED FROM MOVING CONTRACTS INTO THIS SECTION
- FOUND IN PARTS A AND B OF THE CAR
- R4 REMARKS UNIQUE TO THIS SECTION

SECTION 5

- CLOSED CONTRACTS
 - CONTRACTS CLOSED DURING REPORTING PERIOD
- FOUND IN PARTS A, B, AND C OF CAR

SECTION 8

- COMPUTER ASSIGNED SECTION
 - AT END OF MONTH FOR ALL CONTRACTS
ASSIGNED TO SECTION 5 DURING THE MONTH
- NOT FOUND IN CAR OUTPUT PRODUCTS
- SHOWN IN ON-LINE INQUIRIES

SECTION 9

- COMPUTER ASSIGNED SECTION
 - AT END OF MONTH FOR ALL CONTRACTS THAT WERE SECTION 8
- NOT FOUND IN CAR OUTPUT PRODUCTS
- SHOWN IN ON-LINE INQUIRIES
- SYSTEM REVIEWS EACH MONTH
 - IF CLOSED DATE GREATER THAN SIX MONTHS, CONTRACT AND INVENTORY LEVEL DATA DELETED FROM DATA BASE

ASSIGNMENT CRITERIA FOR PART A

- CONTRACTS/ORDERS \$100,000 PLUS
- PRODUCTION SURVEILLANCE CATEGORY CODE 1
 - CODE 1 NEVER ENTERED BY DFAS
 - CODE 1 SYSTEM GENERATE ON C&T
- PROPERTY ADMINISTRATION
- SMALL/DISADVANTAGED SP CODE N
- SMALL BUSINESS ADMINISTRATION PIIN
- NON-DOD, REIMBURSABLE - ACO OR MULTIFUNCTION - R9 CODE 01
- PATENT RIGHTS REPORT REQUIRED - R9 CODE 02
- SPECIAL TOOLING CLAUSE IN CONTRACT - R9 CODE 03
- SPARES PROVISIONING REQUIREMENTS - R9 CODE 04
- UNPRICED ORDER - R9 CODE 06 - KIND CONTRACT 9
- NEGATIVE PRE-AWARD SURVEY - R9 CODE 42
- FIRST ARTICLE/PREPRODUCTION SAMPLE REQUIRED - SP CODE F

ASSIGNMENT CRITERIA FOR PART A (CONTINUED)

- TERMINATED FOR DEFAULT OR CONVENIENCE - R9 CODE 09
- LIQUIDATED DAMAGES CLAUSE - SP CODE A
- PROGRESS PAYMENT PROVISIONS - SP CODE C
 - NOT APPLICABLE TO BOA/IDTC ORDERS UNDER \$100,000 - THESE MOVE TO PART A UPON PAYMENT OF FIRST PROGRESS PAYMENT
- CLASSIFIED CONTRACT - SECURITY CLASSIFICATION CODE C IN PINV
- DOES NOT REQUIRE DD FORMS 250 - R9 CODE 52
 - NOT APPLICABLE TO FAST PAY ORDERS AND CONTRACTS
- ODO - PRIME ADMINISTRATION, LESS PAYMENT - R9 CODE 54
- MANUAL CLOSEOUT REQUIRED BY ACO - ACO INPUTS R9 CODE 56
- CONTRACTOR REQUIRED TO SUBMIT DD FORMS 375 - R9 CODE 17
- SUPPORT ADMINISTRATION - ACO ACTION REQUIRED - FL CODE 6
- DEMILITARIZATION CLAUSE - R9 CODE 08

ASSIGNMENT CRITERIA FOR PART A (CONTINUED)

- CARGO PREFERENCE ACT - R9 CODE 22
 - FAR 252.247-64
 - DFARS 52.249-9002
- NOTICE OF AWARD - HARD COPY REQUIRED - R9 CODE 23
- INTEGRITY OF UNIT PRICES - FAR 52.215-26 -R9 CODE 33
- RIGHTS IN TECH DATA/COMPUTER SOFTWARE - R9 CODE 60
 - DFARS 52.227-7013
- RESTRICTIVE MARKINGS - DFARS 52.227-7018 - R9 CODE 61
- INDENT OF RESTR RIGHTS COMP SOFTWARE - R9 CODE 62
 - DFARS 52.227-7019
- RESTRICTIVE MARKING REVIEWED BY ENGINEERING - R9 CODE 63
- TRANSPORTATION OF SUPPLIES BY SEA - DFARS 252.247-7203 - R9 CODE 22

CONTRACT MOVEMENT FROM SECTION 1

- AUTOMATIC MOVEMENT
 - PRODUCTION SURVEILLANCE CATEGORY CODES 1, 2, OR 3
 - FINAL ACCEPTANCE DOCUMENT
 - BALANCED LISSR

NOTE: IF CONTRACT IN SECTION 1 HAS R8 PSCN DATA IT INDICATES THE DFAS HAS NOT RECEIVED FINAL ACCEPTANCE DOCUMENT OR LISSR IS NOT BALANCED. MUST RESEARCH AND CORRECT PROBLEM. MUST NOT MANUALLY MOVE TO SECTION 2.

CONTRACT MOVEMENT FROM SECTION 1 (CONTINUED)

- ACO MANUEL MOVEMENT
 - ODO CONTRACTS
 - NO PRODUCTION SURVEILLANCE AND NO DD FORMS 250/ACCEPTANCE (PRODUCTION SURV CODE 9)
 - LEASE AGREEMENTS (PRODUCTION SURV CODE 8)
 - BAILMENTS
 - FACILITIES USE CONTRACTS (PRODUCTION SURV CODE 7)
 - NON-DOD CONTRACTS
 - SUPPORT ASSIGNED CONTRACTS (PRODUCTION SURV CODE 6)

CONTRACT MOVEMENT FROM SECTION 1 (CONTINUED)

- ACO MANUAL MOVEMENT (CONTINUED)
 - NO LINE ITEM SCHEDULE AND SHIPMENT RECORD (LISSR)
 - BOAs (PRODUCTION SURV CODE 5)
 - BLANKET PURCHASE AGREEMENTS (PRODUCTION SURV CODE 5)
 - RESEARCH AND DEVELOPMENT CONTRACTS
 - PRODUCTION SURVEILLANCE CODES 5, 7, 8, OR 9 ARE AN INDICATOR FOR THE ACO TO MONITOR AND MOVE

MOVEMENT OF TERMINATED CONTRACTS

- **PARTIALLY TERMINATED**
 - REMAIN IN SECTION 1 UNTIL NONTERMINATED PORTION IS COMPLETE
 - AUTOMATICALLY MOVES TO SECTION 2 UPON COMPLETION OF NONTERMINATED PORTION
 - IF DEFAULT REMAIN IN SECTION 2 UNTIL PCO AUTHORIZES CLOSEOUT
 - IF CONVENIENCE AND FINAL SETTLEMENT NOT COMPLETE, ACO MUST HAVE MOVED TO SECTION 3
 - REMAIN IN SECTION 3 UNTIL TCO PROVIDES TERMINATION SETTLEMENT AGREEMENT

MOVEMENT OF TERMINATED CONTRACTS (CONTINUED)

- **COMPLETELY TERMINATED**
 - IF DEFAULT, AUTOMATICALLY MOVES TO SECTION 2
 - IF CONVENIENCE, AUTOMATICALLY MOVES TO SECTION 3 VIA SECTION 2
- **NO COST TERMINATIONS**
 - ACO ENSURE CLOSURE BY DFAS

CONTRACT MOVEMENT TO PART A, SECTION 3

- PERFORMANCE HAS CEASED
- CLOSEOUT CONTINGENT UPON EVENTS BEYOND ACO CONTROL
 - BCA, ASBCA APPEAL
 - TERM-C, TERMINATED FOR CONVENIENCE
 - PL, PUBLIC LAW-CLAIM PENDING
 - BKRPT, BANKRUPTCY
 - CIL, CONTRACTOR IN LITIGATION
 - CLL, UNDER INVESTIGATION
 - GUA, REQUIRES EXTENDED TESTING
 - LLD, LABOR LAW DETERMINATION
 - VE, CONTINGENT VALUE ENGINEERING PAYMENT
- PART B CONTRACTS MOVED TO SECTION 3 AUTOMATICALLY
MOVE TO PART A WITH R9 56

REVIEW SECTION 1

- CA/ACO REVIEW
 - \$0 ULO
 - CREDIT ULO
 - R8 PRODUCTION COMPLETE REMARK
 - EXPIRED FDTIO DATE
 - EXPIRED COMPLETION DATE
 - R8 OR R9 TERM REMARK
 - CONTRACTOR DELINQUENCIES
 - DATE IN SYSTEM CORRECT
 - ALERT ISSUED
 - MODIFICATION REQUIRED
- REQUEST MOVEMENT TO SECTION 2
 - CONTRACTS WHICH DO NOT MOVE AUTOMATICALLY
 - PHYSICALLY COMPLETE

REVIEW SECTION 2

- APPROPRIATE SECTION
 - ACTIVE OPTIONS
 - QUANTITY OPTIONS
 - PROVISIONING
- APPROACHING OVERAGE
 - DETERMINE ACTION NECESSARY TO CLOSE
 - FINAL PATENT CLEARANCES
 - PROPERTY CLEARANCE
 - ULO/CREDIT ULO
- OVERAGE
 - DETERMINE PROBLEM AND TAKE NECESSARY ACTION
 - INPUT ESTIMATED CLOSING DATE (ECD) AND REASON CODE

REVIEW OF SECTION 3

- CONTRACT READY FOR CLOSEOUT
- UPDATE REMARKS
 - REASON FOR DORMANCY CODE REFLECT CURRENT STATUS
 - ESTIMATED COMPLETION DATE AND REASON CODE REQUIRED

REVIEW SECTION 4

- ADVISE COMPTROLLER OF ANY CONTRACTS CLOSED IN ERROR

PRIME ASSIGNED CONTRACTS SHOULD APPEAR IN THIS LISTING ONLY AFTER ACO PROCESSING OF FINAL PAY NLA, FINAL VOUCHER, OR DD FORM 1593.

REVIEW SECTION 5

- ASSURE ALL CONTRACTS WERE AUTHORIZED FOR CLOSEOUT
- PURGE AND RETIRE CONTRACTS FROM ACTIVE FILES

ACO ALERTS

- SYSTEM GENERATED
 - PART A CONTRACTS ONLY
 - TYPES
 - ACO ALERT REPORTS, UYCD01
 - ACO CLOSEOUT REPORTS, UYCD02
 - CONTRACT ADMINISTRATION COMPLETION RECORD (DD FORM 1593), UYCD03
- MANAGEMENT SUSPENSE TOOLS
- ACO ACTION REQUIRED
 - VERIFY CONTRACTOR SUBMITTED REQUIRED REPORTS/STATEMENTS
 - REQUEST REPORTS/STATEMENTS IF CONTRACTOR FAILED TO SUBMIT
 - INITIATE APPROPRIATE CLOSEOUT ACTION

ACO ALERT REPORT

UYCD01

- ISSUED BASED ON PRESENCE OF R9 REMARKS (SUSPENSE DATES FOR R9 16, R9 18, AND R9 41 MUST BE ENTERED BY THE ACO)
 - R9 02, PATENT RIGHTS REPORT DUE, ANNUAL ALERT
 - R9 03, SPECIAL TOOLING REPORT REQUIRED, ONE TIME REPORT UPON FIRST DELIVERY UNDER CONTRACT
 - R9 16, FINANCIAL REPORT REQUIRED, INITIAL REPORT ON R9 DATE AND QUARTERLY REPORTS THEREAFTER
 - R9 18, FIXED PRICE INCENTIVE/REDETERMINATION QUARTERLY STATEMENT DUE, INITIAL REPORT ON R9 DATE AND QUARTERLY REPORTS THEREAFTER
 - R9 21, NASA NEW TECHNOLOGY REPORT DUE, ANNUAL ALERT
 - R9 22, OCEAN VESSELS, 50% OF CONTRACT PRICE INVOICED
 - R9 41, FACILITIES/LEASE RENTAL STATEMENT/PAYMENT DUE, INITIAL REPORT ON R9 DATE AND QUARTERLY REPORTS THEREAFTER
 - R9 49, LIMITATION OF COST OR FUNDS, ONE TIME 70% OBLIGATED VALUE EXPENDED (IF OBL VALUE INCREASED/DECREASED ADDITIONAL REPORT WILL BE ISSUED.

ACO CLOSEOUT ALERTS

UYCD02

- FIRM FIXED PRICE CONTRACTS/ORDERS
 - ISSUED BASED ON R8 PRODUCTION COMPLETE REMARK
- OTHER THAN FIRM FIXED PRICE
 - ISSUED UPON MOVEMENT TO SECTION 2
- FACILITIES CONTRACT/LEASE AGREEMENTS, KIND CODE 7
 - ISSUED 120 DAYS PRIOR TO FDD

**CONTRACT ADMINISTRATION
COMPLETION RECORD REPORT (DD FORM
1593)
UYCD03**

- ONE TIME ALERT
 - PROPERTY ADMINISTRATOR CODE
 - FIRM FIXED PRICE
 - R8 PRODUCTION COMPLETE REMARK
 - OTHER THAN FIRM FIXED PRICE
 - MOVEMENT TO SECTION 2
- MUST BE FORWARDED TO PROPERTY ADMINISTRATOR OR OTHER FUNCTIONAL REPRESENTATIVES AS APPROPRIATE

CAR FORMAT PRODUCTS

- INCLUDE ONLY THOSE CONTRACTS WHICH MEET SPECIFIC CRITERIA. CAN ALSO BE VIEWED THROUGH ORS/REVEAL.
 - UYCM02, SB/ISA PART A, SECTION 1
 - UYCM03, OVERAGE PART A, SECTION 2
 - UYCM07, CLASSIFIED CONTRACT LIST
 - UYCM10, SECTION 5 MOVED TO SECTION 4
 - UYCM12, SECTION 5 CLOSED CONTRACTS
 - UYCM13, ZERO BALANCE PARTS A AND B, SECTION 1
 - UYCM14, DELINQUENT PART A, SECTION 1
 - UYCM15, DELINQUENT PART B, SECTION 1
 - UYCM22, OVERAGE PART A, SECTION 2 ALERT
 - UYCM36, FOREIGN MILITARY SALES
 - UYCM37, NON-DOD REIMBURSEMENT CONTRACTS
 - UYCM39, CAR PROGRESS PAYMENTS

CAR BYPRODUCTS

- GENERATED FROM SAME SYSTEM FILES AND RECORDS AS CAR BUT IN DIFFERENT FORMAT
 - UYCM06, PURCHASE OFFICE LIST
 - UYCJ03, NLA CLOSING ACTION NOTICES/REQUESTS

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03)

**ALL NLAs ISSUED SHOULD BE FILED IN OFFICIAL
CONTRACT FILE**

- **WAIT PHY COMP**
 - **FINAL PAYMENT PROCESSED BUT STILL IN SECTION 1**
 - **FOR ACO INFORMATION - FIRST ALERT TO NORM ANALYSIS PROBLEM**
- **FINAL PAY**
 - **FINAL PAYMENT/ACCEPTANCE PROCESSED**
 - **ACO USES TO CERTIFY ALL ADMINISTRATIVE CLOSING ACTIONS ARE SATISFACTORILY COMPLETED**
 - **NOT PROVIDED FOR ODO, NO-COST, OR COST-TYPE CONTRACTS**
 - **ACO PROCESS CONTRACT CLOSEOUT**

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03) (CONTINUED)

- PAYMENT ALERT
 - OVERAGE IN 21 DAYS AND FINAL PAYMENT NOT MADE
 - ACO MAINTAIN POTENTIAL OVERAGE
SUSPENSE/COORDINATE WITH DFAS
- 21 DAY ALERT OVG
 - OVERAGE IN 21 DAYS, FINAL PAYMENT MADE
 - ACO REVIEW FOR CLOSEOUT
 - IF CLOSEOUT ACTION COMPLETED, PROCESS F CODED
NLA
 - IF CANNOT BE CLOSED PRIOR TO OVERAGE ANNOTATE
ECD AND OVERAGE REASON CODE, UPDATE MOCAS

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03) (CONTINUED)

- OVERAGE FOR PAY (X IN OVERAGE POSITION)
 - CONTRACT OVERAGE, FINAL PAYMENT NOT MADE
 - FOLLOWUP GENERATED EVERY SEVEN DAYS UNTIL FINAL PAID OR ECD INPUT
 - ACO ENSURE ECD AND OVERAGE REASON CODE IN MOCAS
 - ACO ASSIST DFAS IN OBTAINING DOCUMENTATION REQUIRED FOR FINAL PAYMENT ACTION
- CONTRACT OVERAGE (X IN OVERAGE POSITION)
 - CONTRACT OVERAGE, FINAL PAYMENT MADE
 - FOLLOWUP GENERATED EVERY SEVEN DAYS UNTIL F CODED NLA ISSUED OR ECD INPUT
 - ACO REVIEW FOR CLOSEOUT
 - IF CLOSEOUT ACTION COMPLETED, PROCESS F CODED NLA
 - IF CANNOT BE CLOSED PRIOR TO OVERAGE ANNOTATE ECD AND OVERAGE REASON CODE, UPDATE MOCAS

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03) (CONTINUED)

- 21 DAY ALERT ECD (X IN OVERAGE POSITION)
 - OVERAGE CONTRACT 21 DAYS TO ECD
 - FOLLOWUP GENERATED EVERY SEVEN DAYS UNTIL F CODED NLA ISSUED OR ECD INPUT
 - ACO REVIEW FOR CLOSEOUT
 - IF CLOSEOUT ACTION COMPLETED, PROCESS F CODED NLA
 - IF CANNOT BE CLOSED PRIOR TO OVERAGE ANNOTATE ECD AND OVERAGE REASON CODE, UPDATE MOCAS

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03) (CONTINUED)

- CONT IN SEC 5
 - FINAL NLA PROCESSED FOR CONTRACT ALREADY IN SECTION 5
 - ACO DETERMINE IF SECOND NLA IN ERROR
 - IF IN ERROR, DISREGARD THIS NLA NOTICE
 - IF ORIGINALLY PROCESSED NLA CONTAINED INCORRECT CONTRACT NUMBER, PROCESS NEW FINAL NLA
- UNAUTHORIZED C/O (CLOSEOUT) 5
 - CONTRACT MOVED FROM SEC 2 TO SEC 5 WITHOUT FINAL PAY INDICATOR
 - ACO COORDINATE WITH DFAS TO REOPEN IN PROPER SECTION OR FOLLOW CORRECT CLOSEOUT PROCEDURES

NLA CLOSING ACTION NOTICES/REQUESTS (UYCJ03) (CONTINUED)

- CAN FPAY NLA
 - PREVIOUSLY PROCESSED FINAL NLA CANCELED
 - SUBSEQUENT PAYMENT PROCESSED AFTER FINAL PAYMENT
 - NOTICE GENERATED AUTOMATICALLY
 - PREVIOUSLY PROCESSED FINAL PAYMENT IN ERROR
 - DFAS MANUALLY GENERATES NOTICE
 - ACO DETERMINATION ADDITIONAL WORK PENDING
 - ACO ANNOTATE COPY OF NLA WITH CORRECT STATUS AND “REQUEST CANCELLATION OF FINAL PK9” AND SIGN/FORWARD TO DFAS
 - ACO FORWARD APPLICABLE DOCUMENTATION TO DFAS
- CONTRACT REACTIVATED
 - CONTRACT HAS BEEN REACTIVATED
 - MESSAGE GENERATED ONLY IF WITHIN 35 DAYS AFTER SECTION 5 CLOSED DATE
 - MAY BE GENERATED AS RESULT OF ACO REQUEST TO CANCEL PREVIOUSLY PROCESSED FINAL NLA